

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff

DATE: 7 March 1956

FROM : Area Records Officer,  
Office of the Comptroller

SUBJECT: Machine Records Division Records Control Schedule

1. There is attached copy of memorandum dated 21 September 1955 from the Chief, Machine Records Division to the Chief, Fiscal Division requesting changes in the disposition of Items 107-a, 107-b, and 107-c.

2. Inasmuch as the IBM Payroll Cards are non-record material, I concur in the recommended disposition instructions. These changes have been made to the schedule as indicated on the attached Form 139a.



25X

Attachments

## RECORDS RETIREMENT REQUEST

ASSIGNED BY RECORDS CENTER

JOB NO. 62-1068

Submit in original and 3 copies. One copy will be returned to the originating office when material is accessioned by Records Center.

FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE COMPLETE FORM 490 AND REFER TO ABOVE JOB NUMBER.

## PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)

TO: Chief, Records Center.	FROM: (Office) COMPTROLLER	DIVISION ADPD
	BRANCH ACCOUNTING	SECTION

APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW

DESCRIPTION OF FILE SERIES (Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140A, RECORDS SHELF LIST (Check appropriate box below.)

Name of File: Expenditure, Property Issue & Cost Cards  
 Contents: IBM Cards  
 Function: Used to prepare reports recording all expenditures and disbursements made against a particular allotment.  
 Arrangement: By Fiscal Year and Allotment Account Number thereunder.  
 Inclusive Dates: For the period 1 July 1961 thru 31 December 1961, covering Fiscal Year 1961.

☒ SHELF LIST ATTACHED☐ SHELF LIST INCLUDED IN TRANSFER

## CLASSIFICATION OF RECORDS

SECRET

## FILE EQUIPMENT OCCUPIED BY RECORDS

☐ LETTER Approx. ☐ OTHER (specify)  
 72,000 - 36 boxes  
☐ LEGAL \_\_\_\_\_ NUMBER OF DRAWERS

## APPROXIMATE REFERENCE ACTIVITY PER MONTH

NONE

## LOCATION OF RECORDS

BUILDING Curie Hall	ROOM Wing A	EXTENSION	DATE 4 April 1962
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## PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)

## TYPE OF MATERIAL

☒ RECORD☐ NON-RECORD

RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")

## DISPOSITION AUTHORIZATION

## CITE SCHEDULE OR AUTHORITY

Sch. No. 31.06-57 Item 72 a

BUILDING HQ.	ROOM 6E69	DATE 4 April 1962
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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180010-3

### REFERENCE ACTIVITY

[illegible]

STORAGE LOCATION

JOB NO. <b>68-1068</b>	AREA	ROW	SPACE
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## DISPOSAL ACTIVITY

OFFICE <del>65-1056</del>	DIVISION	BRANCH	SECTION	DISPOSAL DATE
COMPTROLLER	ADPD	ACCOUNTING		

AUTHORITY FOR DISPOSAL

SCHEDULE NO. (or List)	PAGE	DATE 16 JUL 1964	DISPOSITION NO. 65-D-92
32.06-37		DISPOSITION OF THE RECORDS DESCRIBED:	

REMARKS

DATE 16 JUL 1964 DISPOSITION NO. 65-D-92

## DISPOSITION OF THE RECORDS DESCRIBED

HEREON HAS BEEN MADE AS FOLLOWS:

TRANSFERRED ☐ DESTROYED ☒ OTHER ☐

**AUTHORIZATION:**

RCS 31.06-57, Item 72a

## SIGNATURE

**TITLE**

Chief, Disp. Br., AA & RC'

## RECEIPT PROCESSING

CUBIC FEET	NO. OF CONTAINERS	TYPE OF CONTAINERS	DATE RECEIVED	RECEIVED BY
7	36	XBN	5-4-68	